

Conflict of Interest At-a-Glance What Committee Members Need to Know

The Society and Foundation benefit from members' engagement with industry and other organizations that could cause a perceived conflict – cross-pollination is good as it leads to better, more informed decision-making.

The Society / Foundation Conflict of Interest (COI) Policy applies to all Volunteer Leaders – committee, task force and work group members and leaders, ASPS/PSF Board members, PSPS Board members, Trustees, Judicial Council members, and the Editorial Boards of the PRS Journal and PRS-Global Open.

- Every Volunteer Leader **must** annually complete and update as needed their online COI Disclosure Statement (www.plasticsurgery.org/ConflictOfInterest) to identify potential conflicts of interest – whether perceived or real.
 - The online form explains the areas to disclose.
 - The online form can be updated throughout the year.
 - The committee staff liaison will add the redacted COI disclosure report, which will include the disclosure statements of all committee members who have submitted an online COI form, to each committee* agenda.
- The reporting requirement increases transparency and reduces the perception of conflicts of interest in Society / Foundation decision-making.
 - Reporting potential or perceived conflicts of interest enables the committee to manage conflicts.
 - Staff liaisons review the committee's COI disclosures based on the agenda and work of committee; the chair manages the discussion.
- Usually, reporting the conflict is sufficient. However, there are rare instances when a member may be required to dissociate from the potential, perceived, or real conflict to continue to serve in his / her leadership role. Dissociation requirements can be found in the COI Policy.

Managing Potential, Perceived, or Real Conflicts

The COI Policy and Governing Documents explain how to manage conflicts. The Committee Chair may request the Volunteer Leader to:

1. remain in the room, participating fully in the discussion involving the conflict but not vote;
2. remain in the room while the matter is being discussed but not speak or vote;
3. provide his or her opinion and leave the room while the matter is considered and voted upon;
4. remain out of the room while the matter is being considered and voted upon.

The Committee Chair may also make other determinations related to the matter, including insulating the Volunteer Leader from documents that might be related to the conflict.

Resources

The [COI Disclosure Training](#) is a great resource for all Committee Members to learn about what must be included for each of the four disclosure types. The [COI Disclosure Quick Guide](#) is available for frequently asked questions. The COI Policy and Governing Documents, memo about reporting requirements, and a link to the online COI disclosure statement can be found on the www.plasticsurgery.org/COI page. Questions may be directed to COI-Inquiry@plasticsurgery.org

**Committee is used generically to refer to any entity a Volunteer Leader may serve on such as the ASPS/PSF Board of Directors, the PSPS Board of Directors, PlastyPAC Board of Governors, Plastic Surgery Caucus, Trustees, Judicial Council, committee, subcommittee, work group, task force, etc.*